

Fleet Representative Handbook

University of Alabama Fleet Management

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Welcome Letter

Dear Vehicle Representative,

Thank you for serving as a Vehicle Representative for the University of Alabama Fleet Management program.

Vehicle Representatives play an important role in helping ensure University vehicles are operated safely, maintained properly, utilized efficiently, and presented professionally.

As the primary liaison between your department and Fleet Management, you will assist with coordinating maintenance, communicating operational concerns, supporting driver accountability, and ensuring compliance with University of Alabama policies and procedures.

University vehicles are valuable institutional assets. Proper stewardship helps reduce downtime, improve safety, extend vehicle lifecycle value, and reduce operating costs.

Fleet Management appreciates your partnership and commitment to supporting the University fleet program.

Fleet Management
The University of Alabama

Fleet Management Mission and Purpose

Fleet Management provides safe, reliable, cost-effective, and professionally maintained vehicles that support the operational, academic, research, athletic, and public service missions of the University of Alabama.

Fleet Management responsibilities include:

- Vehicle acquisition and replacement
- Preventive maintenance and repairs
- Fuel management
- Vehicle lifecycle management
- Accident coordination
- Fleet safety support
- Vehicle utilization monitoring

- Regulatory compliance
- Asset accountability

Departments share responsibility for the care, operation, and stewardship of assigned vehicles.

Role of the Vehicle Representative

Vehicle Representatives serve as the primary departmental contact for all fleet-related matters involving assigned University vehicles.

Responsibilities include coordinating with Fleet Management regarding:

- Vehicle maintenance, repairs, and recalls
- Scheduling
- Vehicle assignments
- Driver concerns
- Accidents and damage
- Utilization and operational needs
- Lease agreements and vehicle policies

Departments with larger fleets may designate multiple Vehicle Representatives.

Fleet Management holds an annual informational meeting for Vehicle Representatives, typically in February or March, to share fleet program updates and discuss any upcoming vehicle rate or pricing changes. Vehicle Representatives are encouraged to attend.

Vehicle Representative Responsibilities

Vehicle Representatives are expected to support the condition, safety, and accountability of assigned vehicles.

Responsibilities include:

- Coordinating maintenance and repairs
- Ensuring vehicles are available for scheduled service

- Monitoring vehicle cleanliness and condition
- Reporting mechanical or safety concerns
- Monitoring vehicle utilization
- Communicating fleet procedures to drivers
- Assisting with accident and damage reporting
- Securing fuel cards and related information
- Maintaining current departmental contact information
- Coordinating vehicle reassignment or return
- Purchasing, replacement, and upfittings needs

Vehicle Representatives should take pride in the stewardship and appearance of assigned vehicles.

Selection of Vehicle Representatives

Vehicle Representatives are appointed by Department Heads, Directors, Deans, or other designated leadership.

Departments may assign multiple representatives based on fleet size or operational needs.

Reporting Representative Changes

Departments are responsible for maintaining current Vehicle Representative information.

Vehicle Representatives should keep their contact information current by scanning the QR code below or visiting the link provided. This ensures Fleet Management can identify the correct point of contact for each vehicle when scheduling preventive maintenance and coordinating other fleet services.



[\[Fleet Representative Form – Fill out form\]](#)

Vehicle Assignment and Accountability

University vehicles are for official University business only and must be operated in accordance with University of Alabama policies and applicable laws.

Departments and Vehicle Representatives are responsible for ensuring:

- Vehicles are assigned appropriately
- Drivers are authorized
- Vehicles are not misused or neglected
- Unauthorized personal use does not occur
- Take-home vehicles follow all personal tax guidelines
- Vehicles are operated safely

Fleet Management should be notified when vehicles become underutilized, damaged, or no longer needed.

Personal use of a University vehicle — including commuting between an employee's residence and work location, vacation or weekend use, or use by a spouse or dependent — is considered a taxable fringe benefit to the employee. Vehicle Representatives must identify any vehicle used for take-home or personal use and report it to the Tax Office for proper tax treatment, consistent with the University's Fringe Benefit Taxation policy (see Additional Information Links).

Preventive Maintenance and Repairs

Preventive maintenance is essential to vehicle safety, reliability, and lifecycle performance.

Maintenance schedules are based on:

- Mileage
- Engine hours
- Manufacturer recommendations
- Operating conditions

Drivers should immediately report:

- Warning lights
- Brake concerns
- Tire issues
- Fluid leaks
- Battery concerns
- Unusual noises or vibrations
- Safety-related concerns

Failure to complete scheduled maintenance may increase downtime, repair costs, and reduce vehicle life expectancy.

Vehicles may be temporarily removed from service if required maintenance or safety repairs are not completed.

Fueling Procedures and Fuel Cards

Fuel cards are assigned to authorized University vehicles and are to be used only for approved fuel and authorized purchases.

Vehicle Representatives should ensure:

- Fuel cards remain secured
- PIN numbers are protected
- Odometer readings are entered accurately
- Unauthorized purchases are reported immediately
- Lost or stolen cards are reported promptly

Fuel cards shall remain assigned to their designated vehicle unless otherwise approved by Fleet Management.

Fuel usage may be monitored and audited for compliance.

Unauthorized fuel card use may result in disciplinary action.

Accident and Damage Reporting

All accidents, thefts, vandalism, damage, or incidents involving University vehicles must be reported immediately.

In the event of an accident:

1. Ensure all parties are safe
2. Contact emergency services or law enforcement if necessary
3. Notify supervisory personnel
4. Report the incident to Risk Management and Fleet Management
5. Complete required documentation
6. Provide photographs when available

Vehicle Representatives may assist with repairs, claims processing, and coordination with Risk Management.

Vehicle Appearance Standards

University vehicles should be maintained in a clean, safe, and professional condition.

Departments and drivers are responsible for:

- Removing trash and debris
- Maintaining interior cleanliness
- Reporting excessive wear or damage
- Ensuring vehicles reflect positively on the University
- Ensuring all types of smoking are prohibited
- Preventing unauthorized modifications unless approved
- No tobacco use

Vehicle damage, including dents, scratches, cracked trim, damaged decals, or cosmetic defects, should be repaired promptly. Maintaining the professional appearance of University vehicles is important to protecting the University brand and public image.

Fleet Management will require repairs to cosmetic or appearance-related damage to maintain consistency, professionalism, and asset value across the University fleet.

Fleet Safety and Driver Responsibilities

Vehicle safety is the responsibility of every driver and department.

Drivers are expected to follow Risk Management guidelines:

- Complete driver safety training prior to operating a University vehicle
- Operate vehicles safely
- Follow traffic laws
- Wear seatbelts
- Avoid distracted driving
- Conduct basic pre-trip inspections
- Report unsafe conditions immediately
- Report traffic violations to Risk Management per policy

Vehicle Representatives should promote safe driving practices and compliance with fleet safety expectations.

New Vehicle Requests and Replacements

Requests for new or replacement vehicles should be coordinated through Fleet Management.

Vehicle requests may require:

- Operational justification
- Utilization review
- Funding identification
- Leadership approval
- Standardization review

Fleet Management will assist departments in selecting vehicles based on operational needs, lifecycle cost, and fleet standards.

Departments are required to take possession of replacement vehicles in a timely manner once delivered.

Vehicle acquisitions represent a significant investment by the University, and delays may impact fleet operations and replacement schedules.

Departments should coordinate vehicle delivery, equipment transfer, decals, assignment, and placement into service with Fleet Management.

Once a vehicle has been purchased, the department is required to take possession of the vehicle for a minimum of one year or pay one year of monthly lease fees.

Asset Stewardship

University vehicles and associated equipment are significant institutional assets that require responsible stewardship.

Fleet Management may transfer and reuse approved upfitting equipment such as:

- Bin packages
- Toolboxes

- Camper shells
- Ladder racks
- Specialty shelving
- Lighting systems

Reusing equipment helps maximize lifecycle value, reduce costs, and support fleet standardization.

All transferred equipment will be evaluated for condition, compatibility, and safety before installation.

All repairs shall follow University Risk Management procedures and guidelines.

Vehicle Standardization

Fleet Management supports vehicle standardization to improve reliability, simplify maintenance, improve parts availability, reduce downtime, and lower total cost of ownership.

Departments are encouraged to coordinate with Fleet Management when selecting vehicle platforms, equipment packages, and specifications.

Fleet Management may limit or modify requested specifications to align with University of Alabama standards and operational needs.

Vehicle Disposal and Surplus

Fleet Management coordinates vehicle disposal, reassignment, auction, and surplus processing in accordance with University of Alabama procedures.

Departments should not independently dispose of or transfer University vehicles without Fleet Management approval.

Fleet Management should be notified when vehicles are:

- No longer needed
- Costly to maintain
- Unsafe to operate
- Eligible for replacement

Event and Operational Support Vehicles

Departments requiring temporary operational support vehicles for special events or short-term assignments should coordinate requests through Fleet Services.

Vehicle availability may depend on operational demand and inventory. Advanced notice is encouraged whenever possible.

Telematics and Vehicle Monitoring

Fleet Management offers telematics services for departments interested in vehicle tracking, utilization monitoring, or operational oversight.

Departments electing to utilize telematics services are responsible for:

- Monitoring Telematics Activity and reports
- Managing driver accountability
- Vehicle location
- Reviewing utilization and operational data
- Coordinating departmental oversight and compliance
- Funding and billing associated with telematics services

Fleet Management's primary interest in telematics data is vehicle health and maintenance-related information, including:

- Diagnostic trouble codes
- Preventive maintenance notifications
- Engine health monitoring
- Battery performance
- Vehicle fault alerts
- Mileage and engine hour tracking

Fleet Management does not actively monitor daily driver activity or departmental operational usage unless specifically requested or required for safety, maintenance, accident investigations, policy compliance, or University administrative review.

Departments interested in telematics services should coordinate setup, installation, and billing through Fleet Management.

Department and Vehicle Representative Information

Department and Vehicle Representative contact information, along with account billing details, will be maintained in the M5 Fleet Management System.

Departments should provide a backup contact who can assist when the Vehicle Representative is unavailable, as well as the individual responsible for vehicle replacement decisions.

Additional Information Links

UA Driver Safety <https://riskmanagement.ua.edu/driver-management/>

Fleet Manual <https://fleetmanagement.ua.edu/fleet-manual/>

Severe Weather Plan <https://fleetmanagement.ua.edu/wp-content/uploads/2021/03/Fleet-Management-Weather-Plan-1.pdf>

Vehicle Policy <https://ua-public.policystat.com/policy/16847265/latest/>

Fuel Policy <https://ua-public.policystat.com/policy/17163426/latest/>

Vehicle Disposal Policy <https://ua-public.policystat.com/policy/17163426/latest/>

Vehicle Leasing and Purchasing <https://fleet.ua.edu/vehicle-approval-process/>

UA Fleet Auction <https://uafleetauction.ua.edu/>

UA Fleet Management <https://fleetmanagement.ua.edu/>

UA Fleet Services <https://fleet.ua.edu/>

UA Automotive Services <https://automotiveservices.ua.edu/>

UA Risk Management <https://riskmanagement.ua.edu/>

Fringe Benefit Taxation (UA Tax Office) <https://taxoffice.ua.edu/fringe-benefit-taxation/>